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### ***Draft Minutes***

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#### **August 26, 2010**

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Idaho Military Division, 4040 Guard St Boise ID 83705 Building 600 West Wing, Joint Conference Room, Basement. Chair Mark Lockwood called the meeting to order at 9:03 a.m. Attendees and guests introduced themselves. A quorum was present.

#### **Members Present:**

- Chair, R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice-Chair, Lorin Nielsen, Idaho Sheriffs Association & DIGB 5 Chair
- Michael Candelaria, United States Department of Interior
- Jay Christensen, Idaho Department of Corrections
- Michele Carreras (proxy for Dia Gainor), Idaho Department of Health and Welfare
- Marv Hagedorn (via Phone Bridge), Idaho House of Representatives
- Dean Hagerman, Idaho Military Division
- Jon Heggen, Idaho Department of Fish and Game
- Greg Laran, Idaho Transportation Department
- Jerry Russell, Idaho State Police
- Stan Passey (proxy for Jerry Russell), Idaho State Police
- William Shawver, Idaho Bureau of Homeland Security
- Joe Young, Idaho Association of Counties

#### **Members Not Present:**

- Jerry Goetz, Federal Law Enforcement
- James Hammond, Idaho Senate
- Mark Wendelsdorf, Idaho Fire Chiefs Association

#### **Others Present:**

- Dodie Collier, Program Manager
- Nate Reed, Administrative Assistant
- Matt Howarth, Motorola
- Nicola Jansen, Ada County Sheriff's Office (ACSO)
- Kirby Ortiz, Gem State Comm.
- Bruce Richter, Office of Emergency Communications (OEC)
- Dan Hawkins, Office of Emergency Communications (OEC)
- Darby Weston, Ada County, DIGB 3 Chair
- Char Nelson, Blaine County, DIGB 4 Chair
- Beth English, Blaine County
- Gene Ramsey, Blaine County, DIGB 4 Co-Chair

- Melissa Gayhart, BHS
- Jim Brede, BHS
- Tom Bowman, Blaine County Commissioner
- Stacy Hyde, Bonneville County, DIGB 6 Chair
- Micky Flores, Gem State Comm.
- Russ Bundy, ACSO
- Brad Coughenhour, Kootenai County, DIGB 1 Chair (via Phone Bridge)
- Robert Tyler, Bonner County, DIGB 1 member (via Phone Bridge)
- Don Gardner, Clearwater County, DIGB 2 Chair (via Phone Bridge)

### **Welcome/Introductions**

Mark Lockwood, SIEC Chair

### **Review & Approve May Minutes**

Chair Lockwood asked for a review of the June 24, 2010 minutes.

Mr. Candelaria had some corrections. Under the "Review & Approve May Minutes" section, "February" needs to be changed to "May." Under the "Statewide Interoperable Communications (SWIC) Update," paragraph five, second sentence, the word "like" needs to be inserted after "look." Under the "Strategic Plan Project" section, first paragraph, third sentence, Les "Shattuck" needs to be changed to Les "Shaddock."

**MOTION: To approve June 24, 2010 draft minutes, as revised. Mr. Laragan moved, Vice-Chair Nielsen seconded. The vote was unanimous.**

### **Statewide Interoperable Communications (SWIC) Update**

Steve Steiner gave a slideshow presentation overview of the 2009 Interoperable Emergency Communications Grant Program (IECGP). The grant is in the amount of \$242,000. The grant is specifically for SIEC support. The grant application will be available to the public on the SIEC website.

Jim Brede continued the slideshow presentation, discussing what needs to be done to fulfill the tabletop exercise (TTX) requirement for the grant. It will be a discussion based exercise, focusing on existing plans, policies, and mutual agreements. The initial planning conference will be October 26. OEC will send facilitators for the initial planning conference. The final planning conference will be in December, with the actual tabletop exercise being held on January 25, 2011. The planning team will be made up of agency representatives from the affected region. Those that are involved in the planning of the exercise cannot be the players in the exercise. It was recommended that DIGBs 3 and 4 be used for the exercise.

Chair Lockwood asked the Council if they wanted to accept the recommendation of using DIGBs 3 and 4.

Vice-Chair Nielsen suggested that the Council accept the recommendation.

Darby Weston, Chair, DIGB 3, commented that without looking at the details, it is difficult to make a solid commitment, but it is something that they would be interested in doing.

Char Nelson, Chair, DIGB 4, commented that she didn't think her area would qualify as an urban area for the exercise, but would be interested in helping to plan the exercise.

Chair Lockwood commented that DIGB 4 is the closest additional asset to support an incident in DIGB 3, and would probably be the first called upon to help respond to an incident. Chair Lockwood asked DIGBs 3 and 4 to review the material and give an answer as to whether or not they will participate by September 15.

### **Idaho Bureau of Homeland Security (IBHS) Update**

Brig. Gen. Shawver gave his time to Brad Hufford to comment on grant status.

Mr. Hufford commented that there are several grants in process currently, IECGP being the largest. The 08 portion of the grant is almost finished, and the 09 portion is almost ready to be started.

Brig. Gen. Shawver commented that if any of the DIGBs have questions in terms of transparency of grants and what the investment justifications are, that they contact him, Mr. Hufford, or Mr. Steiner.

### **Business Plan Update**

Chair Lockwood reported that there has not been a chance to meet on the business plan due to schedule conflicts. There will hopefully be a meeting on the business plan in the next few weeks.

### **Operational Plan Update**

Vice-Chair Nielsen reported that DIGB representatives have been assigned to help the Operational Planning Workgroup. The Workgroup has met twice via phone conference. Some initial goals were established for the Workgroup to look at. One goal is to coordinate the authorization of frequencies. Another goal is to coordinate programming so there is a template for all districts to use. The Workgroup is also filling in the gaps in the CTA assessment.

The DIGB representatives on the subcommittee are: District 1 – Robert Tyler, District 2 – Don Gardner, District 3 – Darby Weston, District 4 – Gene Ramsey, District 5 – Lorin Nielsen, and District 6 – Bruce Bowler.

### **Legislative Update**

Chair Lockwood reported that there is an amended piece of legislation on a current statute that removes the sunset clause. This amended legislation would also change the membership of the SIEC within the current statute to include representatives from the DIGBs. The amended legislation will hopefully be acted upon during the next legislative session.

### **Governance Update – SIEC/District Interoperability Governance Board (DIGB) Conference Call**

Chair Lockwood made a recommendation to the Council that the current Governance Subcommittee be reconfigured. He recommended that it be made up of a representative from each of the six DIGBs, one federal representative, and two state representatives. From this new configuration, the subcommittee needs to select a chair and become the acting Governance Subcommittee of the SIEC.

Chair Lockwood recommended that Mr. Candelaria be the federal representative. Mr. Candelaria accepted.

Chair Lockwood recommended that Mr. Laragan and Col. Russell be the state representatives.

Mr. Laragan asked who currently comprises the Governance Subcommittee.

Chair Lockwood answered: Chair Joe Young, Brad Coughenhour, Mark Wendelsdorf, Bruce Bowler, Loraine Elfering, Michael Candelaria, Mark Lockwood, Dia Gainor, and Nicola Jansen.

Mr. Laragan suggested that Ms. Gainor be kept as part of the subcommittee because she had a strong interest in governance, and had requested to be on the Governance Subcommittee. Mr. Laragan commented that he would be willing to step aside his nomination to leave Ms. Gainor on the subcommittee.

Chair Lockwood commented that he would be willing to add a third representative from the state to the subcommittee. Mr. Laragan's agency is large and statewide; it would be a great asset to the Governance Subcommittee.

Ms. Collier commented that there are currently representatives from DIGBs 1, 3, 5, and 6 currently on the subcommittee. There will need to be representatives from DIGBs 2 and 4 added to the subcommittee.

Chair Lockwood reported on finance. The SIEC is currently looking at several different approaches outside of individual tax generated funding, as well as state and federal grants. There is an issue with SIEC's Finance Subcommittee. Former Mayor Shawn Larson was the chair of the Finance Subcommittee, with Joe Young, Mary Halverson, Mark Lockwood, and Michael Candelaria. A new chair needs to be appointed for the Finance Subcommittee, and the subcommittee needs to be functioning.

Chair Lockwood called for nominations for chair of the Finance Subcommittee.

There were no nominations. Chair Lockwood asked the Council to discuss it, and to have a chair appointment ready for the October SIEC meeting.

### **Progress & Upcoming Meetings/Events**

Brad Coughenhour, Chair, DIGB 1, reported that there has been no new progress in DIGB 1. Chief Tyler has been working with Sheriff Nielsen. DIGB 1 has been working on site systems, and moving forward from that point.

Don Gardner, Chair, DIGB 2, reported that DIGB 2 will be meeting September 7. DIGB 2 is trying to finalize some funding for more planning, and to get a comprehensive plan out.

Darby Weston, Chair, DIGB 3, reported that DIGB 3 is in the process of updating the CTA assessment.

Char Nelson, Chair, DIGB 4, reported that DIGB 4 met on July 12. Steve Steiner and Bill Shawver were at the meeting to give an update on what has been going on at the state level. DIGB 4 is currently working on going over the surveys that were done by CTA.

Sheriff Lorin Nielsen, Chair, DIGB 5, reported that DIGB 5 is working on the CTA assessment gaps. Winter is coming fast, and the state will probably not be able to get Malad onboard until next year.

Chief Stacy Hyde, Chair, DIGB 6, reported that DIGB 6 is progressing on the SOPs, and have updated their bylaws.

### **Other Business**

No other business was brought before the Council.

### **Open Comment Period**

Chair Lockwood commented that the December SIEC meeting will be moved to November, ahead of the holidays.

### **Adjourn**

**MOTION: To adjourn. Mr. Hagerman moved, Vice-Chair Nielsen seconded. The vote was unanimous. The meeting adjourned at 10:11 a.m.**

**Next Meeting – Thursday October 28, 2010 0900-1200 Hrs Location: Idaho Military Division Gowen Field 4040 Guard St Boise ID 83705 Building 600 West Wing - Joint Conference Room, Basement**